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DTR-5698

Approved For Release 2003/05/05 : CIA-RDP84-00780R003600010006-8

10 NOV 1970

MEMORANDUM FOR: Equal Employment Opportunity Officer
Support Directorate

SUBJECT : OTR Report on Equal Employment Opportunity
Program

REFERENCE : DDS 70-4109 dtd 8 Oct 70

1. The following information is keyed to paragraph 2 of the referent memorandum.

Resources

No specific officer has been designated the OTR Equal Employment Opportunity Officer. Employees of OTR who have questions pertaining to EEO or have a grievance have the Executive Assistant or the Personnel Branch available at any time to discuss these matters. No specific training has yet been provided in this field, however, all School Chiefs have been briefed regarding the Program.

Recruitment

While overall recruitment has been negligible in recent times, we have, in consonance with the Office of Personnel, done some limited recruiting for Clerical Instructors and Scientific Linguists. The Clerical Instructors are all female due largely to the nature of these positions and the qualifications required. The Scientific Linguists are recruited completely on the basis of qualifications regardless of sex, color, etc. As an example, OTR hired [redacted] (black) as a Scientific Linguist at the GS-10 level in January of 1970. His educational and experience background is outstanding.

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Utilization of Present Skills

The Training Career Board and Training Career Panel consistently consider the proper placement of OTR personnel generally, the use of internal and external training to improve skills, and the use of testing to identify skills and potential. As an example, [redacted] (black) 25X1 will be given the opportunity to replace the Librarian in the OTR Library in February 1971 upon retirement of the Librarian. Another example is the utilization of [redacted] as a Clerical Instructor based on her performance in this capacity even though she does not have the amount of formal education normally desired.

Upward Mobility

Training

Attached is a cross section of courses in which our female and minority group have participated. As can be seen generally by the titles, the courses were selected for the job related content as well as the broadening aspects involved.

Appointments

A GS-14 female member of the Management Advisory Committee.
A GS-13 member of the Training Career Panel.
A GS-13 female as OTR Representative to FSI for Registrar matters.
A GS-11 female as Secretary to the Training Selection Board.
A GS-11 female as one of our representatives at the National Society for Programmed Instruction.
A GS-09 female as Secretary to the Training Career Panel.

Promotions (Females unless otherwise noted)

During 1970 to:

GS 04	-	5
GS 05	-	5
GS 06	-	8
GS 07	-	3
GS 09	-	1
GS 10	-	1 (minority)
GS 11	-	3
GS 12	-	1
GS 13	-	1

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Reassignments

A number of reassignments are either accomplished or pending which provide opportunity for career development and for the advancement. They are as follows:

A GS-09 female converted from a senior secretarial position to that of instructor in the Support School.

A GS-07 female converted from a senior secretarial position to a position of Training Officer in the Language School where her duties will include considerable research and support for the Language Development Committee.

A GS-07 female (black) previously mentioned who will assume the duties of Librarian in the OTR Library. She was previously assistant to the Librarian. She has begun a training program designed to assist her in the performance of her new duties.

A GS-10 male of Asian ethnic background who was promoted to that grade this year and who has been assigned as Chief of the Audio Aids Section. He has taken and will continue to take numerous job related courses.


A GS-07 female previously mentioned who has now been accepted as a Clerical Instructor following seven months of satisfactory service in the position.

Supervisors and Managers

The EEO Program has been fully discussed and explained at the senior management levels. In addition, School Chiefs have discussed this within their own areas with their supervisory personnel. Any issuances published by the Agency on the EEO Program receive full distribution in OTR and the material is available in the Personnel Branch to any employee who cares to review it or discuss it.

Evaluation and Reports

While no formal reports are presently generated, both the Career Board and the Career Panel take into account the status of minority employees and women in an effort to provide opportunities for more responsible assignments or the improvement of skills used in existing assignments.


HUGH T. CUNNINGHAM
Director of Training

25X1

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INTERNAL

Administrative Procedures
Support Services Review
Field Finance and Logistics
Introduction to Intelligence
Reading Improvement
Writing Workshop
CS Records Courses
Supervision
The Budget Process
Intelligence Review
Effective Speaking

Advanced Management Planning
Management Grid
Typing Techniques Review
Introduction to Communism
French Seminar
CS Name Checks
ADP Courses

EXTERNAL

IBM - Card Punch Procedures
CSC/Brookings - Advanced Secretarial Techniques
GSA - Defensive Driving Techniques
CSC - Automatic Data Processing Orientation
Amer. U. - Paper Management Workshop
Amer. U. - Management of Institutional Records Systems
G.W.U. - Occupational and Educational Info
U. of Michigan - Workshop of Programmed Learning
U. of Michigan - Workshop of Programmed Learning
G.W.U. - Voice and Diction
CSC - Programmed Instruction Applicable for Government Training
CEIR - Computer Instruction
Penn State U. - Management Program for Women Executives
CSC - Kings Point Seminar
No. Va. CC - English Composition
College Admissions Information
American Society of Training Directors-Effective Employee Counseling
AMA - Publications Planning
GPO - Editorial Planning for printing Production
Business Education in Changing Work World
Managing Programmed Learning Effort
Georgetown U. - Advanced Tagmemics
Georgetown U. - Automated Processing of Linguistic Data
Maryland U. - Gregg Methods Conference
Virginia U. - World Geography
RCA - Electronic Fundamentals
Advanced Communications Technical Seminar
Microfilm Conference
AMA - Fundamentals of Library Management

EXTERNAL (Cont'd)

ACAF - National Security Seminar
Motion Picture Projection Systems Maintenance
16mm Sound Motion Picture Program
Demonstrations in Video Tape Techniques
USDA - Seminar for Women Executives